



**Newsletter/Communication Grant
Information and Application
Neighborhood Grant Program 2010**

The cost of producing and distributing newsletters is eligible for funding for all neighborhood groups and/or homeowners associations officially recognized by the City as part of the Neighborhood Program. The standard of support for cost of newsletters is \$1.00 per household contacted each year. (*For example, if your neighborhood has 100 residents and each household is contacted, you may apply for \$100 a year in grant funds, if you meet grant stipulations and reapply annually.*) If your grant is approved you may not receive any further funding or request the city to print any materials thereafter for that calendar year.

Note: *Once your application has been approved it is mandatory that the Neighborhood Program Coordinator receive a copy of your newsletter.*

Complete the Grant Application and return it to:

City of Renton, Department of Community and Economic Development, Neighborhood Program Coordinator, 1055 South Grady Way, Renton, WA 98057

The deadline for filing the application is Friday, March 12, 2010 by 5:00 p.m.

Name of Neighborhood _____

Name of Grant Applicant _____

Address of Applicant _____

Phone Number of Applicant _____ Email Address _____

Do you have an HOA Management Firm? _____ Y _____ N

If yes, name of Management Firm _____

Number of Households Contacted _____ /Number of Community Members _____

Distribution Frequency _____ x a year (12, 6, 4, 2, 1) Distributed: _____ Mailed _____ Door-to-door _____

Attachments:

_____ A recent copy of your newsletter

_____ (If applicable) an invoice showing amount requested and name of recipient requesting reimbursement. (If you haven't already been set-up as a vendor through the City's payable system, you will need to also submit a W-9 Vendor Set-Up Request Form.)

_____ Any documentation of expenses incurred in creating/copying/distributing your newsletter.

For Staff Review Only							
Grant Cycle	W-9 Vendor on File	Recognized Neighborhood	Initial or Repeat Request	Sample Submitted	Invoice Attached	Cost Details	Recommendation
2008 – 2nd	Y / N	Y / N	1 2 3 4 5	Y / N	Y / N	Y / N	A / D